

**IT IS THE VENDOR'S RESPONSIBILITY TO
CHECK FOR ADDENDUM PRIOR TO SUBMITTING PROPOSALS**

**REQUEST FOR PROPOSALS
SPECIFICATION
NO. 05-153**

The City of Lincoln and Lincoln Water Systems, intends to enter into a contract, and invites you to submit a sealed proposal for engineering design services for:

**PROFESSIONAL ENGINEERING SERVICES,
CHENEY BOOSTER WATER STORAGE RESERVOIR DESIGN
FOR THE LINCOLN WATER SYSTEM, CITY OF LINCOLN
PROJECT NO. 701825**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon Wednesday, June 29, 2005** in the office of the Purchasing Agent, Suite 200, "K" Street Complex, located at 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened and only the names of the firms submitting will be read. Fax or e-mail proposals are not acceptable.

Specifications may be down loaded off the Purchasing web page at:
<http://www.lincoln.ne.gov/city/finance/purch/spec/2005/index.htm>

Submitter should take caution if U.S. mail or mail delivery services are used for the submission of Proposal. Mailing should be made in sufficient time for Proposal to arrive prior to the time and date specified above. Monitor above website for any or all addenda.

REQUEST FOR PROPOSALS
Specification No. 05-153
PROFESSIONAL ENGINEERING SERVICES FOR CHENEY BOOSTER
WATER STORAGE RESERVOIR DESIGN FOR THE LINCOLN WATER
SYSTEM, CITY OF LINCOLN
PROJECT NO. 701825

1. Project Information

1.1 Purpose and Intent

In general, the City intends to retain a professional engineering firm to provide normal and customary engineering design services for the preliminary and final design services for the location, material alternatives, construction plans and bidding phase services for one potable water storage reservoir and pumping station building. Construction phase services may also be negotiated with the selected consultant.

1.2 Description of Projects

- 1.2.1 Initial project will include design of an elevated water storage reservoir near the 84th & Yankee Hill area. The area is currently served by an inline pump. Elevated water storage is desired to provide better system reliability.
- 1.2.2 An evaluation of the hydraulic model, Master Plan report and other relevant operating data to determine the appropriate size of the tank, taking into account system storage needs in contrast with water quality degradation during low consumption months.
- 1.2.3 Evaluation of the existing reservoir site, which was laid out initially for one pumping station and two 10 MG tanks, to determine whether this new elevated storage tank will also fit on this site, whether additional property would need to be acquired at this site, or whether another location in the vicinity would be warranted.
- 1.2.4 In the preliminary design phase, an evaluation of the life cycle cost of construction and maintenance, including cathodic protection and periodic painting of the alternate tank materials is required.
- 1.2.5 Design of the tank at the selected site, with the selected tank configuration, would be authorized upon acceptance by the City of the preliminary design report.

1.3 Available Information

- 1.3.1 Information is available for viewing by potential consultants at the Lincoln Water System (LWS) OSC at 2021 N 27th Street, Lincoln NE 68503.
- 1.3.2 Information includes the December 2002 Lincoln Water System Facilities Master Plan Report, Lincoln Water System's "Planning Commission Review Edition FY 2005-06 – 2010-11 Capital Improvements Program" @ <http://www.lincoln.ne.gov/city/plan/capital/05-2011/index.htm>, previous Master Plan Reports, etc.

- 1.3.3 All inquiries regarding the RFP should be submitted in writing to Mr. Nick McElvain, Water Operations Support Manager, 2021 N 27th Street, Lincoln, NE 68503, Fax 402-441-8493, e-mail address nmcelvain@lincoln.ne.gov and carbon copy Ms. Mary L. Long, Assistant Purchasing Agent, 440 S. 8th Street/Suite 200, Lincoln, NE 68508, Fax 402-441-6513, e-mail address: mlong@lincoln.ne.gov
- 1.3.3.1 Refer to Sections 5 and 6 in the Instruction to Proposers.
- 1.3.3.2 No further inquiries will be accepted after Noon, June 22, 2005.

2. Required Services

- 2.1 Meet with the City project team to review the scope of required services, design criteria and expectations, obtain background information, and establish tentative schedule for completion.
- 2.2 Review related and pertinent project information including previous project correspondence, Facilities Plan, current site plan, and other related information.
- 2.3. Prepare a design memorandum which defines in detail the Consultant's and City's mutually understanding of the project scope, objectives, and schedule.
- 2.4 Perform necessary field investigations, review of existing and previous construction, and related data including performing preliminary topographic surveys on the reservoir site(s) and subsurface soil conditions, identifying potential surface and underground conflicts.
- 2.5 Perform an in depth evaluation of the life cycle cost, benefits, and constraints of various available material types for the proposed reservoir and pumping station building.
- 2.6 Perform evaluation of alternate sites if the existing site is deemed unsuitable.
- 2.7 Prepare a report with executive summary indicating the preliminary evaluation findings, conclusions, opinions of costs, and recommendation for implementation.
- 2.8 Coordinate, arrange, and conduct meetings with City project team, County Engineer, other utility representatives, affected property owners/representatives, neighborhood groups and other concerned stakeholders to review the scope of the project, constraints, aesthetics and special concerns regarding overall project and service in the area.
- 2.9 Perform necessary detailed topographic surveys, geotechnical investigations, and evaluations required for final design.
- 2.10 Prepare and write all permanent and temporary easement descriptions for use in acquiring necessary property rights.
- 2.11 Complete final design of the reservoir, ancillary pipelines, and pumping station building, meeting with the City project team to review said designs at the 30%, 60% and 90% complete milestones to review progress and

status of the project including preliminary opinions of probable cost at the 60%, and 90% complete stages.

- 2.12 Prepare all applications for Federal, State, or local permits for construction including highways, railroads, 404 permits, storm water permits, State Health Department, etc. where required and insure all data is sufficient for the City to receive such permits.
- 2.13 Coordinate field plan-in-hand review of the final design with City project team and other pertinent agencies.
- 2.14 Submit five sets of detailed final design, special provisions, and contract documents for bidding and construction, including final opinion of probable construction cost and total project costs for final review prior to bid letting.
- 2.15 Submit corrected and revised reproducible plans on 22"x36" mylar, and in word processing and CAD format acceptable to the City.
- 2.16 Assist City in obtaining bids for construction, including answering all technical questions from prospective bidders, preparing necessary bid addenda, reviewing and evaluating bids received, and recommending award of contract for construction.

3. Optional Construction Phase Services

- 3.1 Other services, such as construction observation, shop drawing review and approval, contract administration and resident project representative inspection, during the construction process shall be solely at the City's discretion. Consultants shall indicate their willingness, and ability (or lack thereof) to provide these services as part of their proposal, but this will in no way have a bearing on the selection process.
- 3.2 Continuation of the contract through the construction phase will be dependent upon the need and the design firm's performance and willingness to negotiate a fair and reasonable contract for such additional work.

4. City's Responsibility

- 4.1 Designate a project representative and City project team to coordinate work activities of City project team, Consultant, and other affected agencies.
- 4.2 Provide pertinent historical, current, and projected growth data for Consultant use.
- 4.3 Make all policy and budgetary decisions so as to allow timely completion of the work.
- 4.4 Supply pertinent existing drawings, records, and available information.
- 4.5. Coordinate and work with other City agencies to incorporate designs into and update Water Facilities Plan and Lincoln-Lancaster County Comprehensive Plan as required.
- 4.6 Attend meetings with representatives of the affected property owners and agencies as required for completing the work.

- 4.7 Conduct all necessary appraisals and negotiations for acquisition of property or rights-of-way required for the project.
- 4.8 Conduct advertising, bidding process, and award of Contract for the construction of the project.

5. Tentative Project Schedule

- 5.1 Advertise and distribute RFP Week of June 6, 2005
- 5.2 Receive proposals June 29, 2005
- 5.3 Establish short list and schedule interviews Week of July 11, 2005
- 5.4 Interview short listed consultants Week of July 25, 2005
- 5.5 Select Consultant August 1, 2005
- 5.6 Negotiate contract Week of August 8, 2005
- 5.7 Begin preliminary design and evaluations October 1, 2005
- 5.8 Complete evaluation and make recommendations and begin final design December 12, 2005
- 5.9 Complete final design April 1, 2006
- 5.10 Bid letting May 4, 2006
- 5.11 Award of Contract and negotiate Construction phase contract with Consultant June 1, 2006.

6. Submittal Requirements

- 6.1 Firm's name, address, and telephone number.
- 6.2 Years established and former names.
- 6.3 Types of services particularly qualified to perform.
- 6.4 Names of principals.
- 6.5 Names of key personnel, experience of each, and length of service with the firm.

7. Proposal Contents and Evaluation Criteria

- 7.1 Describe and outline the Firm's Approach to performing the required services for this project. Include implementation plan describing project phases, key milestones to meet critical project dates, and a recommended schedule of meetings to provide for timely input by City project team.
- 7.2 Outline the Proposed Project Schedule to meet the tentative project schedule and dates previously identified. Provisions for meaningful input from the City project team during the preliminary and final design phases are essential and shall be addressed.
- 7.3 Delineate the Project Team and Organization for this project.
 - 7.3.1 Indicate names of key individuals to be assigned to work directly on the project.
 - 7.3.2 Describe specific areas and limits of responsibility for each of the team members and proposed sub-consultants to be utilized.
 - 7.3.3 Indicate the project team organizational chart showing lines of responsibility and extent of involvement for sub-consultants. Include resumes for project team members, key individuals, and sub-consultants.

- 7.4 Describe the ability of the firm to meet the intent of the required services outlined in this RFP, including;
 - 7.4.1 Time availability of team members to meet the tentative project schedule.
 - 7.4.2 Quality assurance and quality control (QA/OC) review procedures to be utilized on the project.
 - 7.4.3 Cost estimating and cost control procedures used by the firm on similar projects.
 - 7.4.4 A statement of general qualifications and background experience of the firm and project team members, including sub-consultants in this type, and size of project.
 - 7.4.5 Listing of types of anticipated assistance that may be required from the City project team or other city agencies.
 - 7.4.6 Brief list of contacts of former clients (to include contact person, title, and telephone number) for which your firm was engaged within the past five years to perform similar services as required by this project.
 - 7.4.7 Limit the submitted proposal to less than 12 pages, excluding resumes.
 - 7.4.8 NOTE: Proposals will be publicly opened, reading only the names of the firms submitting proposals.

8. Evaluation Criteria

- 8.1 Understanding of the requirements of this project.
- 8.2 Relevance and suitability of the project approach and schedule to meet the needs of the City.
- 8.3 Qualifications and expertise of the key personnel to be assigned to this project.
- 8.4 Background experience of the firm's project team as it directly relates to this project.
- 8.5 Record of past performance on similar projects.
- 8.6 Comments and opinions provided by references.
- 8.7 Quality and cost control procedures to be used on this project. Identify personnel responsible for these controls.
- 8.8 Resources of the firm to conduct and complete this project in a satisfactory manner. Factors to be considered include: current work load (including current work with the City), and ability and willingness to commit the key personnel.
- 8.9 Clarity, conciseness, and organization of proposal.

9. Submittal Procedure

- 9.1 Submit **six (6) copies** of the proposal to Ms. Mary L. Long, Assistant Purchasing Agent, City of Lincoln, Suite 200, "K" Street Complex, located at 440 South 8th Street, Lincoln, Nebraska 68508. No later than the time and date stated on the Request for Proposal.

INSTRUCTIONS TO PROPOSERS
CITY OF LINCOLN, NEBRASKA
PURCHASING DIVISION

1. PROPOSAL PROCEDURE

- 1.1 Each RFP must be legibly printed in ink or typed, include full name, business address, telephone number, fax number and email address of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work and has correlated the observations with the requirements of the RFP.

5. SPECIFICATION CLARIFICATION

- 5.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 5.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 5.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 5.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

6. ADDENDA

- 6.1 Addenda are written documents issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 6.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 6.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 6.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 6.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda in their proposal.

7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the proposal advertisement date and the contract award, proposers, including their agents and representatives, shall not lobby or promote their proposal with any member of the City Council or City Staff.

8. EVALUATION AND AWARD

- 8.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.

- 8.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 8.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 8.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 8.5 A committee will be assigned the task of reviewing the proposals received.
 - 8.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 - 8.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 8.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.
- 8.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

9. INDEMNIFICATION

- 9.1 The proposer shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the proposer, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the proposer to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 9.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable,

the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

10. LAWS

- 10.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 10.2 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

11. AWARD

- 11.1 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a selected firm or firms to arrive at a mutually agreeable relationship.
- 11.2 The City shall be the sole judge as to merits of the proposal, and the City's decision will be final.
- 11.3 A committee will be assigned by the Mayor with the task of reviewing the proposals received.
 - 11.3.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the proposer to clarify or expand qualification statements.
 - 11.3.2 A short list of firms from proposals submitted may be selected for a presentation to the committee and ranked by committee members.
- 11.4 Final approval to enter into contract negotiations with the top ranked firm will be by the Mayor of the City of Lincoln.
- 11.5 The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP.
- 11.6 The contract document shall incorporate by reference all requirements, terms and conditions of the solicitation, proposal received and all negotiated details.